Client:	
Event Name:	
Date & Time:	
Prepared By:	

Set Up Notes:

- A) 70 chairs lecture style, facing south.
- B) Podium on south side of the room.
- C) 1, 6' table in front of fireplace for refreshments.
- D) 2 large oak tables and 1 wooden coat rack along west wall

and a baby grand piano and harpsichord along south wall.

Diagram Key: 6' Ρ ō Ρ Chair 6' table Coat Rack Podium AV MONITOR Row of Chairs AV Rack + + + + + + + + + + + + + + + + + + 30'inch table w/ 4 60'inch table w/ 10 chairs chairs

Lecture Capacity: 70